

**MINUTES OF THE MEETING OF THE
CITY OF SEAFORD MAYOR AND COUNCIL**

September 11, 2024

5:30 P.M.

Mayor MacCoy called the Delaware Freedom of Information Act Training Special Meeting with City Solicitor Luke Mette to order at 5:30 p.m. with the following present: Councilman Dan Henderson, Councilman Michael Bradley, Councilman Alan Quillen, and Councilwoman Dr. Stephanie Grasset. City Manager, Charles Anderson, Chief of Police, Marshall Craft, City Clerk, Beth Stewart, and Director of Economic Development and Community Relations, Trisha Newcomer, were also present. Director of Finance and HR, June Merritt, joined the meeting at 5:35 p.m.

City Solicitor, Luke Mette, presented information regarding Delaware's Freedom of Information Act (FOIA). Mr. Mette shared that FOIA covers two components: Public meetings and Public documents. He explained that all meetings of Public Bodies are subject to FOIA requirements, including the requirement of a scheduled time for Public Comment. After Mr. Mette reviewed some information on a recent Attorney General Opinion Councilman Henderson asked for clarification that association meetings such as those held for ACT and SCAT are covered under FOIA requirements and therefore require a time for Public Comment. Mr. Mette confirmed. He then covered information about Public Bodies and the policies that must be followed regarding meeting of Public Bodies. Mr. Mette explained that if there is no quorum of the Public Body there is no Public Meeting, however, that does not mean that if there is quorum there is automatically a meeting. Meaning that a Public Meeting requires both a quorum of the Public Body as well as the discussion of Public Business. Councilman Bradley inquired if a quorum of the Public Body were present but not having a scheduled meeting and business conversation comes up would that deem a Public Meeting that is subject to FOIA requirements. Mr. Mette confirmed and stated that the discussion would then become a Public meeting and the discussion on Public business should cease. Councilman Bradley clarified that during the TidalHealth sign dedication members of the Public approached him about business matters and had he continued the discussion it would have turned that event into a Public Meeting. City Manager Anderson confirmed. Mr. Mette further explained the difference between a Public Meeting and a Public Hearing and what the Public Comment requirements are. Mr. Mette further explained the requirements for a Public Body to hold a virtual meeting and that there must also be scheduled time for Public Comment in a virtual meeting. City Manager Anderson inquired if comments in a zoom chat would suffice the Public Comment requirement. Mr. Mette clarified that it would depend on if the chat box was available to all parties present at the meeting. City Solicitor Mette further covered the requirements and parameters for meeting agendas and meeting minutes. Mr. Mette noted that meeting minutes should not be a verbatim transcript (which can open up risks), but rather they are required to include a record of those members present and a record, by individual members, of each vote taken and action agreed upon. City Manager Anderson asked for clarification about the meeting minute requirements surrounding Public Comment, as the City of Seaford has traditionally attempted to provide a verbatim transcript of those comments. Mr. Mette confirmed that there is no requirement for minutes of Public Comment to be a verbatim transcript and that they should be synopsisized.

Mr. Mette then covered the FOIA requirements and exceptions for holding an executive session during a Public Meeting. Councilman Bradley asked Mr. Mette to provide an example. Mr. Mette explained that if the City is involved in litigation of some kind an executive session can be held to discuss the options of resolving the litigation, however, votes cannot happen in executive session;

all votes must happen during the Public Meeting. City Manager Anderson inquired if the vote during the Public Meeting can use the phrase “the City gives permission to the City Solicitor to settle the case as outlined in Executive Session” so as not to share sensitive information with the Public, especially regarding litigation. Mr. Mette confirmed that if a case has not been settled it cannot be discussed in Public about what you are willing to settle the case for. He explained that typically an individual would be given the authority to provide the lawyers with direction to what the settlement authority is. Councilman Henderson requested further clarification about separating the discussion from the decision such as authorizing an agent or an individual to provide direction on the matter, for example with union negotiation. Mr. Mette confirmed that the Executive Session can include the strategy of the decision but not the decision itself. Councilman Henderson further inquired if an agreement on the cap of the amount can happen in Executive Session. Mr. Mette further explained that the Executive Session should include the preliminary discussion on the matter whereas the ratification or decision on the matter needs to be taken in the Public Meeting.

City Solicitor Mette then went on to explain the FOIA requirements regarding Public Records. City Manager Anderson inquired if the City needs to create a document to answer interrogatory requests through FOIA. Mr. Mette confirmed that FOIA does not require the creation of documents but the requirement to provide existing Public documents.

City Manager Anderson further requested how FOIA requirements line up with Attorney-Client privileged information. Mr. Mette stated that during an Executive Session the Public Body cannot request general advice from their attorney, but the discussion must be tied to active or pending matters.

Mayor MacCoy solicited any further comments or questions from Council. Councilman Grassett asked who the current City’s FOIA coordinator is. City Manager Anderson explained that Annette Montgomery has been the FOIA Coordinator for several years and the City Clerk, Beth Stewart, is also training in FOIA regulations, as the City wants to have two trained people on staff.

Mayor MacCoy solicited a motion to move to recess until the Regular Meeting at 7:00 p.m. Councilman Henderson made a motion to move to recess, Councilman Quillen seconded the motion. Mayor MacCoy asked for a vote on the motion, all present voted in favor of the motion. The meeting entered recess at 6:25 p.m.

September 11, 2024

7:00 P.M.

Mayor MacCoy called the Regular Meeting to order at 7:00 p.m. with the following present: Councilwoman Dr. Stephanie Grassett, Vice Mayor Dan Henderson, Councilman Michael Bradley, and Councilman Alan Quillen. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Chief of Police, Marshall Craft, Director of Finance and HR, June Merritt, Director of Public Works, Berley Mears, and Building Official, Michael Bailey, were also present.

Councilman Bradley offered the opening prayer. Mayor MacCoy then led those present in the Pledge of Allegiance.

Mayor MacCoy led a moment of silence in remembrance of the events of September 11, 2001.

Mayor MacCoy then solicited any changes to the agenda; there were none.

Mayor MacCoy reminded Council that there is a scheduled executive session at the end of tonight's meeting to discuss personnel matters.

Mayor MacCoy called for a motion to approve the minutes of the Regular Meeting on August 27, 2024. Councilman Bradley made a Motion to approve the minutes of the Regular Meeting on August 27, 2024. Councilwoman Grassett seconded the motion. Mayor MacCoy then asked for a vote; all present voted in favor; the motion so passed.

Chief of Police, Marshall Craft, introduced new Police officers, Krystal Rivera-Cruz and Hunter Blake.

Public Comment

Mayor MacCoy inquired if there were any requests for Public Comment; there were none.

Correspondence

There was none.

New Business

Mayor MacCoy presented New Business Item #1 Present for a first reading proposed changes to Chapter 14 of the Municipal Code amending Section 14.3.7 Water meters, that would require meters to be installed on single-family residential irrigation systems.

City Manager Anderson explained that Director of Public Works, Berley Mears, provided information during the last Council meeting about the study he conducted on water usage of irrigation systems in a new development, and he requested that all in-ground irrigation systems be billed based on consumption and not just a flat rate billing for those systems on a residential property. He further explained that to bill those systems based on consumption there was a necessary code change in regard to water meters which requires two readings before adoption of the code change. He expressed that the timeline to begin billing irrigation systems through metered consumption would happen on or around November 1st, 2024.

Mayor MacCoy solicited any questions from Council. Councilman Henderson explained that he would prefer that the consumer be given the option to utilize one meter for the house service as well as the irrigation service rather than requiring two separate meter pits and meters which could be a financial burden on the consumer. Director Mears explained that one of the main reasons for separating the services into different meters involved the sewer billing. The meter for the house service bills the consumption to both water and sewer whereas the meter strictly used for irrigation services only bills the consumption to water and does not include a sewer charge. Councilman Henderson further explained that he is not opposed to metering all water services in the City, however, he feels that the decision should lie with the consumer whether they want to invest in a

secondary meter for their irrigation or pay water and sewer charges by utilizing one meter for the house service and irrigation combined.

Councilman Bradley requested that Director Mears provide a synopsis for his reasoning to come forward with the request to bill irrigation systems for metered consumption as discussed at the last Council Meeting. Mr. Mears provided a synopsis and explained that there have been instances where consumers have complained about the additional sewer charges billed to them when their irrigation system is connected to the house service meter as well. He further explained that with this code change there would be meters installed at properties where there are known in-ground irrigation systems that have existing meter pits and eventually over a period as irrigation systems are discovered convert those properties to metered usage and billing. He further explained that the way the code is currently written does not allow for metering of irrigation systems on single-family dwelling units, however, he can adjust the code specifications to allow for the consumer to decide if they install a separate meter for their irrigation system or utilize one meter for all water consumption on the property.

Mayor MacCoy asked City Manager Anderson if there would need to be an additional first reading of the code change once the wording to allow the consumer to have a choice of number of meters is included. City Manager Anderson confirmed.

Mayor MacCoy solicited any further comments or questions from Council; there were none.

Mayor MacCoy presented New Business Item #2: Present for a first reading proposed changes to Chapter 15 of the Municipal Code amending Section 15.7 definitions, Section 15-65 temporary sign regulations and Section 15-74 off-street parking standards that would revise the definition of a family, place restrictions on election campaign signs, and increase the parking requirements in R-3 High Density Residential zoning districts to three (3) parking spaces per dwelling unit.

Building Official, Mike Bailey, presented the information. Mayor MacCoy solicited any questions from Council; there were none.

Mayor MacCoy then called for a motion. Councilman Henderson made a Motion to set the Public Hearing for the proposed changes to Chapter 15 of the Municipal Code amending Section 15.7 definitions, Section 15-65 temporary sign regulations, and Section 15-74 off-street parking standards that would revise the definition of a family, place restrictions on election campaign signs, and increase the parking requirements in R-3 High Density Residential zoning districts to three (3) parking spaces per dwelling unit on September 24, 2024 as presented. Councilman Quillen seconded the motion. Mayor MacCoy then asked for a vote; all present voted in favor; the motion so passed.

Mayor MacCoy presented New Business Item #3: Present for a first reading proposed changes to Chapter 4 of the Municipal Code amending Section 4.3.6 definitions and Section 4.3.11 light, ventilation, and space requirements that would revise the definition of a family and provide a minimum square footage area for rooms used for sleeping purposes.

Building Official, Mike Bailey, presented the information and explained that the code changes came from reoccurring overcrowding complaints from the Public. Mayor MacCoy solicited any questions from Council; there were none.

Old Business

There was none.

Reminder Of Meetings & Setting New Meetings:

- Friday Night Live, September 20th, 5:00 P.M. at the grass lot behind City Hall.
- DEMEC annual dinner, Bally's Dover Casino & Resort, September 18, 5:00 – 8:00 p.m.

Councilwoman Grasset reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Finished cleaning key sewers
- Replaced meter at Williamsburg Manor
- Replaced meter at 503 NEH
- Replaced meter at 114 Cannon
- Replaced meter at 301 E. Stein
- Replaced registers and antennas on faulty meters through the system
- Painted curb in front of event center
- Straightened various signposts
- Property clean ups for code
- Cleaned and replanted filtera units on Walker
- Installed LED warning lights on truck 90
- Repaired water leak in Williams Pond Park
- Pine St. lift station project moving along
- Continue all routine tasks.
- Performed equipment maintenance and cleaned trucks
- Held multiple meetings in person and on-line
- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc....

WWTF & COMPOST

- Received estimate for the cleaning of the influent interceptor and I awaiting scheduling
- Plant showing some foam/scum on reactors, effluent still very clear. Dewatering is decent.
- Leachate NH3 is at the 1,000 mg/l mark, will probably make reductions in deliveries to keep loadings on target.
- Replaced RAS pump #1 with the spare replacement supplied by manufacturer. Following a couple weeks run time will complete the other swap.

- Cleared debris blockage from hypo tank feed line. Debris looks more like flaking of interior coating than the typical silt/grit material that accumulates over time. Have contacted Justin tanks for
- confirmation/recommendations.
- Inquired of DNREC about requirements/authorizations that may be needed to do a full-scale trial of PAA use for disinfection.
- Started reviewing latest prints for primary upgrades.
- FE3 Mixer motor failed. Pulled and sent to Hills for evaluation.
- Oxid mixer #3 appears to have bad bearing. Currently in un-used train. Evaluating methods of removal and/or options for replacement. These mixers have typically been running 24/7 since 1998 (227,760 hours +/-).
- Reviewed Brainerd LLC request for changes discharge limitations based on the fact that they only produce about 1% of the flow volume estimated in their permit application.

Upcoming two weeks:

- Public Works
- Camera sewer mains
- Install water service on Pond St.
- Replace hydrants

WWTF & COMPOST

- Keep the plant up and running with no violations
- Perform maintenance as needed
- Perform work at lift stations as needed

Councilman Henderson reported on Police & Fire.
Seaford Volunteer Fire Department, Inc.

Communications from President Mark O'Bier:
There is no communication to report for this period.

Communications from SVFD Fire Chief John Wilson:
Fire Statistics

Month / Year	Calls to date	Call per day
Total 2024	760 calls	3.0
September 2024	17 calls*	1.8
August 2024	85 calls	2.7

*Call per day so far in the month

EMS Statistics

Month / Year	Calls to date	Call per day
Total 2024	3264 calls	12.9
September 2024	85 calls*	9.4
August 2024	368 calls	11.8

day so far
month
Total
Responses

*Call per
in the
Department

Month / Year	Calls to date	Call per day
Total 2024	4024 Calls	15.9

Significant Incidents

- 9/01/2024 – (Out of City) – 12372 Hastings Farm Road – Residential Fire

Apparatus Status

- All Apparatus are currently in service.
- Ladder 87 has received its NFPA Aerial Certification for 2024 from Aerial Testing Company from Blue Ball, Pennsylvania.

Training

- Next Training:

**Count of Classes and People by Class Category with Class Hours and Man Hours for Date Range
Passed/Failed: Both Passed and Failed | Start Date: 01/01/2024 | End Date: 12/31/2024**

	CLASS COUNT	TOTAL CLASS HOURS	COUNT OF PEOPLE	TOTAL MAN HOURS
Career Daily Training	186	169:35	708	692:35
DSFS Core Classes	8	206:00	20	558:00
DSFS - Inservice Class	1	2:15	4	9:00
DSFS - Other Class	1	8:00	3	24:00
EMS	5	4:30	21	19:30
Fire Officer Training	6	43:00	41	63:30
Firefighter Training	44	57:15	168	353:30
Inservice Department Training	1	1:00	4	4:00
National Fire Academy Class	1	16:00	1	16:00
Probationary/Junior Training	24	41:30	143	268:30
Rescue Training	1	1:30	6	9:00
Special Operations Training	3	45:30	11	57:30
SVFD Driver Training	33	45:30	54	72:30
Wednesday Training Nights	13	34:30	216	575:30
GRAND TOTALS:	327	676:05	1400	2723:05

- Wednesday, September 18, 2024, Vehicle Rescue Evolutions at the Station 71 Pad

Emergency Medical Services

- All Ambulance are in service.
- Ambulance A87 NEW (ordered) update is signed in to REV June 2026.
- Ambulance Vendors have been contacted to provide Demo ambulance pricing and drawings for options of the Department.
- Ambulance Fund Drive Reminder will be going out soon.
- FF/EMTs - Hardesty, Durr, & Whaley have all started Instructor 1 class at DSFS.
- EMS Billing is reflecting an increase based on the temporary increase in Medicaid.

News and Events

2024 Community Events, Meetings, and Fire Prevention Total

# of Events	Total Personnel	Total hours
103	1026	1951.41

- Assistant Chief Trevor Holmes is graduating from the Washington DC Fire Academy on Friday, September 20, 2024.

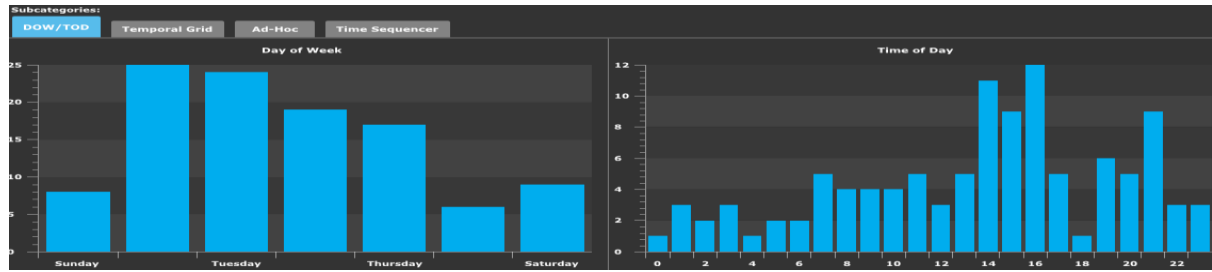
- Delaware State Fire Conference is September 16th to 19th in Dewey Beach, Delaware. Several SVFD members will be in attendance.
- North Side Parking Lot Awning and Bollards project was completed.
- The Front Apparatus pad had apparatus drive lines painted on them.
- Fun Facts:
 - Personnel Totals Averages Per Response since January 1, 2024
 - 5.8 personnel on apparatus responding
 - 1.9 personnel on standby at the station
 - Total of 7.7 responses per call
 - Fire Responses from this time last year are at a 5% increase
 - EMS Responses from this time last year are at a 7.6% increase
 - Fire Prevention and Events are starting to ramp up for September and October.

Seaford Police Department

Police Activity during period of Monday, August 26, 2024 – Wednesday, September 04, 2024 as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2024	2023	2022	2021	2020
TOTAL COMPLAINTS	8,616	11,112	9,593	10,686	10,141
All crimes	3,745	5,010	6,164	6,107	5,803
Homicide	0	1	0	0	0
Robbery	8	24	8	14	9
Sex Crimes	9	25	18	30	39
Burglary	39 (17 Burg/ 22 TFV)	122 (58 Burg/64 TFV)	197	133	175
Drug Crimes	317	285	444	416	199
Overdose	26	43	31	26	26
All Traffic (E-Tickets)	5,093(2,312)	6,579 (1,898)	8,168 (2,105)	8,098 / (2,021)	7,770/ (1,448)
All DUI	57	72	79	71	44
All Crashes	506	684	656	620	533
False Alarms	247	343	546	521	426

- All crimes: **108** (defendants: **20** adults & **0** Juvenile)
 - Felony: **8**
 - Misdemeanor: **27**
 - Violations: **8**
 - Civil: **2**
 - Other: **63**
- **85% Clearance Rate** (overall = **8** PA and **8** PI) Mon's and Tues's from 0700-2100 (**See Crime Chart Below**)



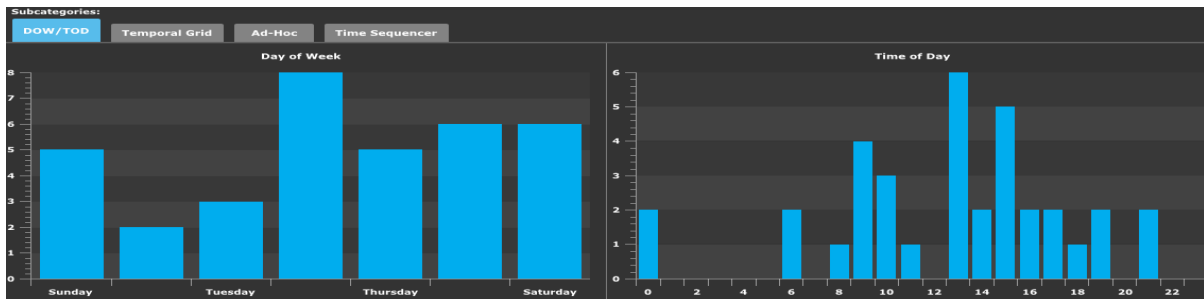
Additional Crime Data below: There were a total of 12 complaints consisting of Assault, Larceny, Fraud, Kidnapping, Robbery, and Weapon: (7 Felony and 5 Misdemeanors); Excludes Shoplifting: (58% clearance rate): 3 PA, 2 PI, 5 A/A, 0 J/A, 1 E/C, and 1 U/F. Most incidents occurred on Mondays from 1100-1600.

Drug Complaints:

- Drug Crimes: 15
 - Adult Arrest: 15
 - Juvenile Arrest: 0
 - Juvenile/No Custody: 0
 - Pending Active: 0
 - Pending In-active: 0
 - Prosecution declined: 0
- Search Warrant(s): 0
- Seized Firearms: 0
- Overdose: 0

Traffic:

- Contacts/Citations: **148** traffic contacts resulting in **63** citations and **6** warnings
- DUI: **4** (4-Alcohol & 0-drug related) **0 - Crash related**
- Crashes: **35**
 - Fatal: 0
 - Injury: 1 (Virginia Ave & Market St)
 - Non-Reportable: 6
 - Reportable: 28
 - **Additional Information: Driver Inattention – the primary cause of accidents**
 - Hit & Run: 3 (Walmart Pk lot x 2 and Party Corner Pk lot x1)
 - Bicycle: 0
 - Motorcycle/Scooter: 0
 - Pedestrian: 0
 - School Bus: 0
 - Alcohol/drug-related crash: 0
 - Incidents: Thursdays, from 0600-1500 (**See Crash chart below**)



Significant Events: All suspects/defendants are considered innocent until proven guilty.

- **08/27/24:** SPD was dispatched to Sussex Hwy & Herring Run Rd for an accident involving Trevet Williams. During the investigation, a concealed, loaded GLOCK 17 Gen handgun and a large-capacity magazine with 30 rounds of 9mm ammunition were found inside the driver-side door. Following a review with DOJ, arrest warrants were issued for Trevet Williams for possession of a large-capacity magazine. Case #7102408148.
- **08/29/24:** SPD responded to Walmart for a shoplifting incident that escalated. Video surveillance showed Edward Crum Jr. concealing hygiene supplies in a storage bin, paying for the bin but not its contents, and attempting to leave the store. When an Asset Protection employee tried to stop him, Crum shoved the employee and forcibly removed the bin before fleeing. Crum was later arrested for robbery, shoplifting tools, and other offenses. Case #71-24-8215.
- **8/31/24:** SPD CADET contacted James Gardner in the Liquid Assets parking lot and discovered he had an active CAPIAS. A search incident to arrest found 0.1 grams of crack cocaine and two crack pipes in Gardner's possession. He was arrested, arraigned, and released on an unsecured bond. Case #71-24-8304.
- **09/02/24:** SPD was dispatched to Chandler Heights (Clementine Ct.) for a subject, Ashley Dean, found slumped over the steering wheel of a vehicle. The vehicle was in a no-parking zone with visible damage, and heroin bags were in plain view on the passenger seat. Dean, who was intoxicated, had 77 bags of heroin, 2.4 grams of amphetamines/methamphetamines, 1.6 grams of crack cocaine, drug paraphernalia, and a magazine with .22 caliber rounds in the driver-side door pocket. Dean, a person prohibited, was arrested for PWITD (x3), PABPP, drug paraphernalia, and DUI. Dean was arraigned and released on a \$10,101 unsecured bond with conditions for GPS monitoring and pretrial supervision. Case #71-24-8364.
- **09/03/24:** SPD recognized William Ball from a previous incident while he was walking on Sussex Highway. A computer check revealed 5 active warrants (including one for theft of a motor vehicle out of DSP Troop 7 and others for CAPIASES). Ball was apprehended in the Days Inn parking lot. A search found 10 bags of heroin and 0.1 grams of cocaine. Ball admitted to consuming 3 bags of heroin. He was medically cleared and arrested on drug-related charges before being transferred to DSP. Case #71-24-8403.
- **09/04/24:** During a routine bicycle patrol on Cedar Ave., CADETs observed Marvin Newbill walking and recognized him from a previous incident with an active CAPIAS for FTA. When CADETs attempted to contact him, Newbill fled on foot but was apprehended without further incident. He had thrown an object in a wooded area, which was later found to be 4.2 grams of cocaine. Newbill was arrested for PWITD and resisting arrest, arraigned on the charges and CAPIAS, and committed to SCI. Case #71-24-8460.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 08/26/24: Statewide Strategic OPS meeting - D. Chief and Criminal Lt.
- 08/28/24: Sussex Community of Hope 'SCOH' meeting - Chief
- 09/03/24: Meeting with Neighborhood Partners Discussion on Homelessness - Chief
- 09/04/24: Meeting to discuss enhanced penalties for crimes related to shooting into structures - Chief
- 09/05/24: Royal Subcommittee meeting - Chief

Community Events:

- Upcoming Event: Seaford Night Out - October 10, 2024, 5 - 7 pm.; More to come!
- Ongoing "Food On" Program in partnership with the HELP Initiative - Officers Yost, Wilson, Blake, Kramer, and CADET Brumbley
- 08/27/24: SSD Student Welcome Back - SPD Admin
- 09/05/24: Montessori Student Welcome Back - SPD Admin and CADETS

Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members (CADETS - scenarios)
- 08/29/24: SPD Police recruit Graduation (Rivera-Cruz and Blake) - Chief, D. Chief & Criminal Lt.
- 08/30/24: SPD Police recruit Swearing-In (Rivera-Cruz and Blake) - SPD Staff and City Officials
- 08/30/24: FTO Training orientation for new officers – Det. Sgt. James
- 09/03/24-09/05/24: 'Inside the Tape Homicide Invest. & Crime Scene Training' - Det. Nanola and Levis

CADETS:

- CADETS were on bicycle patrol and ride-alongs, assisting patrol officers with complaints, arrests, proactive pedestrian and bicycle stops, and community engagement. CADETS handled minor offenses, and multiple prisoner transports to SCI. CADET Morales continued to assist with translating on numerous occasions. See Significant Events 'CADETS initiated foot pursuit led to the arrest of wanted subjects possessing Crack Cocaine.'

Total Criminal Arrests:

Arres ts YTD	202 4 Tot al	202 4 Adu lt	202 4 Juv	202 3 Tot al	202 3 Adu lt	202 3 Juv	202 2 Tot al	202 2 Adu lt	202 2 Juv	202 1 Tot al	202 1 Adu lt	202 1 Juv	202 0 Tot al	202 0 Adu lt	202 0 Juv
Total	481	421	60	523	455	68	630	571	59	586	511	75	499	428	71

Councilman Holland submitted the report on Administration.

MEETINGS:

- Attended the Lot disposal REF pre-proposal meeting and responded to questions.
- Attended a meeting with a potential land developer regarding the Smoot Farm on Sussex Highway.
- Attended a DEMEC Board meeting.

- Met with Ryan Homes Rep regarding Mearfield II development.

OTHER WORK:

- Participated in the back-to-school events.
- Prepared the Council agenda.
- Made several inspections of the canopy repairs at the SVFD and the Kiwanis Park Memorial.
- Attended the police academy graduation and swearing in ceremony.

INFORMATION TECHNOLOGY REPORT:

- Received new switches, waiting for cabling to arrive
- Updated current switches, firewalls and access points to latest versions.
- Updated the interview room system at the Police Department.
- Continue to work on storage capacity for camera system.
- Working with Verizon on Business Account corrections.
- Routine calls for technical assistance.

ADMINISTRATION REPORT FOR COUNCIL:

- Prepare for audit – prepare annual reconciliations.
- Attend DEMEC board meeting.
- Process death of employee – Erica Colegrove
- Performed delinquent account disconnection of services.
- Prepared billing for August consumption.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman Bradley reported on Electric.

Since the last report

Crew

- Worked in Little League Park on the streetlights.
- Removed some meters and overhead wire in the Seaford Innovation project.
- Pulled in the primary wire and made up the terminators and elbows at WSBC.
- Did some troubleshooting on streetlights in Williams Pond Park and called in a Miss utility.
- Installed the new bollard lights around the Veterans Memorial in Kiwanis Park.
- Trimmed trees at Swain & poplar St for the bus drivers.
- Unloaded and numbered some transformers.
- Trimmed trees on King ST and on Delaware Ave.
- Pulled a motor for WWTF.
- Repaired the streetlights in Williams Pond Park.

Director

- Had a weeks' vacation.
- Met with the engineer on the Seaford Innovation Center and Dolby North projects.
- Got prices on inventory items that need to be ordered.
- Met with a sales rep to get prices on new streetlight poles for Nylon Blvd.
- Met with the City's electrical engineer on the Seaford Innovation project, Dolby North project, and the new light poles and wiring for the streetlights on Nylon Blvd.

- Upcoming Weeks.
- Work on the Veterans memorial project.
- Work on the TRPM project.
- Make up the primary terminations for the KRM building in WSBC.
- Continue working in Belle Ayre single family residence section.
- Continue changing the lights on Sussex Highway to LED.

Councilman Quillen reported on Code, Parks, and Recreation.

Code Department Report

- Issuing permits (255 Issued in 2024)
- Rental Licenses (1,796 Issued)
- Rental license renewals have been sent and are being processed.
- Rental inspections are being scheduled and completed.
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits

Large project status's

- Mearfield 1 Phase 3 – Permits issued to Ryan homes for 51 lots.
- BelleAyre Single Family –Danfield Dr – Construction started on homes on the first 10 lots. First 6 lots have been completed. Utilities for next section completed. Base paving has been completed on the next streets. Lennar homes has started construction on several lots, sales trailer has been placed on its lot. 5 more permits ready to issue.
- Western Sussex Business Campus – Working on sidewalks and landscaping.
- Nylon Capital – Demolition has started. Construction fence installed around rear of property. Building permit submitted to create new shell spaces in the former Peebles and butlers sewing units. Fit out permit for Community Bank being reviewed. Permits submitted for new del tech and tidal health shell buildings.
- Taylor Professional Center – Building construction progressing, framing nearly complete. Contractor installing water and sewer on site.

Parks and Recreation Report

Accomplished week of 8/26

Parks – Prepped softball fields for Fall league
Parks – Removed & trimmed trees and shrubs in Nutter Park for better visibility (in the stormwater basin)
Parks – Repaired fence posts at Hooper's Landing & Oyster House Park
Parks – Completed 5 work orders (completed 16 so far this year)
Rec. – Held first week of Men's Slow Pitch
Rec. – Held second and final week of Adult Pickleball Clinic (handed out pickles to all participants)

Rec. – Sorted and distributed jerseys for Flag Football - **Received donation from Pohanka Toyota of Salisbury as NFL Flag sponsor**

Parks&Rec. – Participated in welcoming back students on the first day of school at Seaford Middle & Fred Douglass Elementary

Parks&Rec. – Worked on budgeting/scheduling for part-time parks employees for remaining FY25 season

Parks&Rec. – Worked on logistics to move Seaford Tomorrow's Friday Night Live event to October 11th to not interfere with Seaford's Homecoming Parade on October 18th

Accomplished week of 9/3

Parks – Reviewed small irrigation repair at Kiwanis Park and worked with electric department for their work on the flagpole project

Parks – Prepped parks for sports leagues, Friday Night Live, and event at Soroptimist Park

Parks – Completed routine grass cuttings/trimmings

Rec. – Held second week of men's slow pitch

Rec. – Held first week of youth flag football & youth soccer – finished distributing jerseys

Rec. – Scheduled pictures for youth soccer & youth flag

Parks&Rec. – Registered for trunk-r-treats at the Fall Festival at Ross Mansion on 10/20 & Boys and Girls Club on 10/25

Parks&Rec. – Reached out to Brimming Horn, Gallery 107, & Macklin Brewing for a potential event idea in 2025

Parks&Rec. – Assisted Seaford Tomorrow with their Friday Night Live event on 9/6

Mayor MacCoy then called for a motion to close the Regular Council Meeting and enter Executive Session for the purpose of discussing personnel matter(s) in which the name(s), competency, and abilities of individual employee(s) will be discussed. Councilman Henderson made a motion to close the Regular Council Meeting and enter Executive Session. Councilman Bradley seconded the motion. The Regular Council Meeting was closed at 7:56 p.m.

Mayor MacCoy reopened the Regular Council meeting at 8:25 p.m. Mayor MacCoy then called for a motion to adjourn the Regular Council Meeting. Councilman Bradley made a motion to close the Regular Council Meeting. Councilman Henderson seconded the motion; the motion so passed with all voting in favor. The meeting was adjourned at 8:25 p.m.

Charles D. Anderson, City Manager